

# City of Rockville

## 2008/2009 Grant Process for Community Organizations

# INSTRUCTIONS

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1. **Eligibility** – Organizations must provide services to Rockville residents to be eligible to apply.
2. **Deadline** – All applications and attachments must be received by the City of Rockville Department of Finance by **5:00 p.m. on Thursday, January 17, 2008.**
3. **Technical Assistance Session** – To encourage the submission of quality applications, a technical assistance session will be held on **Monday, January 7, 4-5:00 p.m.** in the Blue Crab Conference Room of Rockville City Hall, 111 Maryland Avenue, Rockville.
4. **Mailing Address** – All applications are to be mailed or delivered to:

Gil Francisco  
Budget Management Administrator  
Department of Finance  
111 Maryland Avenue  
Rockville, Maryland 20850
5. **Required Attachments and Signatures** – The application must be signed and dated by both the Executive Director and President of the Board of the agency. If the same person holds both positions, a second leadership signature from an authorized Board member is required. ONE COPY of each of the following attachments must be included with the application.
  - ☐ Audit, Financial Statement, or compilation for most recent completed operating year
  - ☐ Board Roster identifying officers, term limits, addresses, and phone numbers.
6. **Number of Copies** – Submit the original with the above required attachments, and eight (8) copies of the application only (*not including* the above required attachments.)
7. **Fiscal Year** – The fiscal period used for Rockville funding is July 1 through June 30. All applicants must use this funding period for providing information requested in the grant application. For this application, the Current Year is defined as Fiscal Year 2008 (July 1, 2007 through June 30, 2008). The Grant year is defined as Fiscal Year 2009 (July 1, 2008 through June 30, 2009).
8. **Electronic Copy** – An electronic copy of the application form may be obtained from the City's webpage at [www.rockvillemd.gov](http://www.rockvillemd.gov). Applicants may also request an electronic copy by calling Mary Lou Jacobs at 240-314-8303.
9. **Grant Award Notification** – On or after March 24, 2008, all applicants will be notified, in writing, of the grant recommendations made by the City Manager to the Mayor and City Council. Applicants will have an opportunity to speak in support of their grant request at a Budget Public Hearing on March 31 or April 14 in the Mayor and Council Chambers at Rockville City Hall, 111 Maryland Avenue in Rockville. Final decisions will be made by the Mayor and Council on the City's Fiscal Year 2009 budget on May 19, 2008. Notification of grant awards will be mailed shortly thereafter.